



**WILLIAM T FUJIOKA**  
Chief Executive Officer

## County of Los Angeles **CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

Board of Supervisors  
**GLORIA MOLINA**  
First District

**YVONNE B. BURKE**  
Second District

**ZEV YAROSLAVSKY**  
Third District

**DON KNABE**  
Fourth District

**MICHAEL D. ANTONOVICH**  
Fifth District

August 21, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) new classifications, to reclassify three (3) positions to implement the results of various classification studies, and to make technical corrections.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

#### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### New Classes and Title Change

Two (2) classes are being recommended for establishment in the County Classification Plan (Attachment A). The Environmental Health Assistant Deputy will assist in the planning, directing, administration and coordination of environmental health programs, operations, activities, and services for the Department of Public Health. The specific responsibilities will include planning, directing, and coordinating, through lower-level environmental health managers and supervisors, major environmental health functional areas including Environmental Protection, Food Inspection, Housing Inspection, and Special Operations and Planning.

The Mental Health Clinician I will provide an entry-level licensed-waivered class for individuals who possess a valid registration with the California Board of Behavioral Sciences as a Marriage and Family Therapist Intern. The interns will train and gain experience under the supervision of licensed mental health clinicians at various Department of Mental Health clinics and programs which will serve to fulfill the requirement for supervised hours needed for licensure as a Marriage and Family Therapist. In conjunction with the establishment of the Mental Health Clinician I, a title change is being recommended for the journey-level licensed class of Mental Health Clinician.

### Salary Changes

Due to ongoing discussions concerning potential accretion, salary adjustments for the non-represented classes in the Paralegal group were recommended only through October 1, 2006. Since these classes were ultimately not accreted, we are recommending salary increases commensurate with the general salary movement and additional half step adjustments extended to most represented and non-represented classes in the County (Attachment A) as follows:

- 3% (12 levels) effective January 1, 2008
- 3% (12 levels) effective January 1, 2009

With respect to the half step adjustments, employees will receive the initial adjustment (2.75%) beginning July 1, 2007 and the additional adjustment (2.75%) beginning July 1, 2008 provided that they have been on the top step of the salary range for one year or more on or after July 1, 2007 and July 1, 2008, respectively.

### Technical Corrections

The salary levels and/or effective dates for 14 non-represented classes as adopted by your Board on November 28, 2006, April 3, 2007, and May 15, 2007 are being amended to correct typographical errors (Attachment A). Additionally, duplicative salary references within the Chief Executive Office departmental provision are being deleted.

### Reclassifications

Three (3) positions in two (2) departments are being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

### FISCAL IMPACT/FINANCING

The savings associated with the Assessor's downward reclassifications (\$6,507) nearly offsets the upward reclassification in the Department of Health Services (\$6,597), thereby minimizing the total annual budgeted cost as a whole. Cost increases associated with the upward reclassification action and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

The Honorable Board of Supervisors  
August 21, 2007  
Page 4

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DIL:WGL  
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A****CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	5691	Environmental Health Assistant Deputy	N23 S12
Choices	9029	Mental Health Clinician I	NN 82L

**REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE**

Item No.	Current Title	New Title
9030	Mental Health Clinician	Mental Health Clinician II

**SALARY CHANGE FOR NON-REPRESENTED CLASSES**

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
9232	Paralegal	10/01/2006 NW 78D	07/01/2007 NNW 78D
9233	Senior Paralegal	10/01/2006 NX 80D	07/01/2007 NNX 80D
9234	Supervising Paralegal	10/01/2006 NX 84D	07/01/2007 NNX 84D

## TECHNICAL CORRECTIONS

Item No.	Title	Effective Date or Salary Schedule & Level to Correct			Recommended Correction		
1125	Assistant Division Manager, Programs, Registrar-Recorder/County Clerk	01/01/2009	NM	100K	01/01/2009	NM	100J
1115	Chief, Auxiliary Services, Board of Supervisors	01/01/2009	NM	100K	01/01/2009	NM	100J
4551	Chief Deputy Director, Health Services, Operations (UC)	07/01/2007	N23	R17	07/01/2007	N23	R22
8645	Head, Administrative Investigations	01/01/2009	NM	100K	01/01/2009	NM	100J
1103	Head, Commission Services, Board of Supervisors	01/01/2009	NM	100K	01/01/2009	NM	100J
2306	Manager, Evidence and Property Operations, Sheriff	01/01/2009	NM	100K	01/01/2009	NM	100J
0049	Pest Exterminator Working Supervisor	06/26/2007	NN	74F	06/26/2007		74F
		01/01/2008	NN	75G	07/01/2007	NN	74F
		07/01/2008	NM	75G	01/01/2008	NN	75G
		01/01/2009	NM	76H	07/01/2008	NM	75G
					01/01/2009	NM	76H
0863	Senior Assistant Chief Executive Officer (UC)	07/01/2007	N23	R21	07/01/2007	N23	R21
		01/01/2007	N23	R21	01/01/2008	N23	R21
		01/01/2007	N23	R21	01/01/2009	N23	R21
8260	Veteran Intern, Administrative Support	07/01/2007		68A	07/01/2007	NN	68A
		01/01/2008		69B	01/01/2008	NN	69B
		07/01/2008		69B	07/01/2008	NM	69B
		01/01/2009		70C	01/01/2009	NM	70C
8261	Veteran Intern, Crafts Support	07/01/2007		68A	07/01/2007	NN	68A
		01/01/2008		69B	01/01/2008	NN	69B
		07/01/2008		69B	07/01/2008	NM	69B
		01/01/2009		70C	01/01/2009	NM	70C

Item No.	Title	Effective Date or Salary Schedule & Level to Correct		Recommended Correction		
8262	Veteran Intern, Heavy Maintenance and Operational Support	07/01/2007	62A	07/01/2007	NN	62A
		01/01/2008	63B	01/01/2008	NN	63B
		07/01/2008	63B	07/01/2008	NM	63B
		01/01/2009	64C	01/01/2009	NM	64C
8263	Veteran Intern, Information Technology Support	07/01/2007	67A	07/01/2007	NN	67A
		01/01/2008	68B	01/01/2008	NN	68B
		07/01/2008	68B	07/01/2008	NM	68B
		01/01/2009	69C	01/01/2009	NM	69C
8264	Veteran Intern, Office and Clerical Support	07/01/2007	60A	07/01/2007	NN	60A
		01/01/2008	61B	01/01/2008	NN	61B
		07/01/2008	61B	07/01/2008	NM	61B
		01/01/2009	62C	01/01/2009	NM	62C
8265	Veteran Intern, Technical Support	07/01/2007	69A	07/01/2007	NN	69A
		01/01/2008	70B	01/01/2008	NN	70B
		07/01/2008	70B	07/01/2008	NM	70B
		01/01/2009	71C	01/01/2009	NM	71C

**ATTACHMENT B****RECOMMENDATIONS FOR POSITION RECLASSIFICATION****ASSESSOR'S OFFICE**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Accounting Technician I NN 66E Represented	Account Clerk II NNV 63C Represented
1	Accounting Technician II NN 70D Represented	Accounting Technician I NN 66E Represented

The subject Accounting Technician I position performs difficult and complex accounting clerical work, inputs information onto eCAPS, conducts customer follow-ups, prepares spreadsheets, billing and reconciling invoices for the Community Redevelopment Agency and the Local Agency Formation Commission, and charges to other county departments by entering information onto the eCAPS systems.

The duties and responsibilities are more consistent with the Account Clerk II, a class which performs difficult and complex accounting clerical work to maintain accounting records within an established framework of procedures. Therefore, downward reclassification is recommended.

The subject Accounting Technician II position serves as a technical generalist in the accounting unit and does not supervise subordinate staff, a primary responsibility which distinguishes the Accounting Technician II from the Accounting Technician I. Since the assigned responsibilities are fully consistent with the class concept of an Accounting Technician I, downward reclassification is recommended.



## **DEPARTMENT OF HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Biomedical Engineer 97H Non-Represented	Chief, Clinical Engineering, Medical Center 100H Non-Represented

The Biomedical Engineer position is assigned to the Clinical Engineering Program at LAC+USC Healthcare Network and reports to the Chief Operating Officer. The position provides management oversight of medical equipment for the Clinical Engineering Program of the LAC+USC Healthcare Network, the largest medical network/cluster in the County. Specific responsibilities include performance of clinical engineering studies, financial and budgetary management, service contract management, coordination of service agreements, and in-house operations. This position also has responsibility over management systems which include a network-wide medical electronic systems program used at the hospital and clinics that track medical equipment malfunctions, repairs, and replacements.

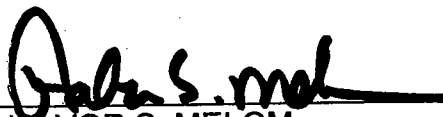
The large scope of responsibility and significant impact of decisions made and actions taken in conjunction with the assignment over the LAC+USC Healthcare Network distinguish this position from other Biomedical Engineer positions in the County. As such, the position meets the allocation criteria for Chief, Clinical Engineering, Medical Center, a class which manages and coordinates the activities of the Clinical Engineering program and performs clinical engineering studies at the LAC+USC Healthcare Network. Therefore, upward reclassification is recommended.

## ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for two (2) employee classifications;
- Changing and/or correcting the salary for 17 classes;
- Amending certain provisions of Section 6.50.022 (Step pay plan for certain employees of the chief executive office) to remove duplicate references; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Assessor, Health Services, and Mental Health.

RAYMOND G. FORTNER, JR.  
County Counsel

By:   
HALVOR S. MELOM  
Principal Deputy County Counsel  
Labor & Employment Services Division

HSM:asv

Requested: 06/01/07  
Revised: 07/19/07

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies and to make technical corrections.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>5691</u>	<u>ENVIRONMENTAL HEALTH ASST DEPUTY</u>		*	N23 S12
		<u>01/01/2008</u>		N23 S12
		<u>01/01/2009</u>		N23 S12
<u>9029</u>	<u>MENTAL HEALTH CLINICIAN I</u>		*	NN 82L
		<u>01/01/2008</u>		NN 84A
		<u>07/01/2008</u>		NM 84A
		<u>01/01/2009</u>		NM 85B

**SECTION 2.** Section 6.28.050 is hereby amended to correct and/or change the salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL		
1125	ASST DIV MGR,PROG,REG-REC/CO CLK	10/01/2006	N23	R8	
		04/01/2007		98G	
		07/01/2007	NN	98G	
		01/01/2008	NN	99H	
		07/01/2008	NM	99H	
		01/01/2009	NM	<del>400K</del>	<u>100J</u>
1115	CHIEF,AUXILIARY SERVS,BD OF SUPVRS	10/01/2006	N23	R8	
		04/01/2007		98G	
		07/01/2007	NN	98G	
		01/01/2008	NN	99H	
		07/01/2008	NM	99H	
		01/01/2009	NM	<del>400K</del>	<u>100J</u>
4551	CHF DEP DIR,HS,OPERATIONS(UC)	10/01/2006	N23	R17	
		04/01/2007	N23	R17	
		07/01/2007	N23	<del>R17</del>	<u>R22</u>
		01/01/2008	N23	<del>R17</del>	<u>R22</u>
		01/01/2009	N23	<del>R17</del>	<u>R22</u>
8645	HEAD,ADMINISTRATIVE INVESTIGATIONS	10/01/2006	N23	R8	
		04/01/2007		98G	
		07/01/2007	NN	98G	
		01/01/2008	NN	99H	
		07/01/2008	NM	99H	
		01/01/2009	NM	<del>400K</del>	<u>100J</u>
1103	HEAD,COMMISSION SERVICES,BD OF SUPV	10/01/2006	N23	R8	
		04/01/2007		98G	
		07/01/2007	NN	98G	
		01/01/2008	NN	99H	
		07/01/2008	NM	99H	
		01/01/2009	NM	<del>400K</del>	<u>100J</u>

2306	MGR,EVIDENCE & PROPERTY OPNS,SHER	10/01/2006	N23	R8	
		04/01/2007		98G	
		07/01/2007	NN	98G	
		01/01/2008	NN	99H	
		07/01/2008	NM	99H	
		01/01/2009	NM	400K	<u>100J</u>
9232	PARALEGAL	01/01/2006	NW	76K	
		10/01/2006	NW	78D	
		07/01/2007	NNW	78D	
		01/01/2008	NNW	79E	
		07/01/2008	NMW	79E	
		01/01/2009	NMW	80F	
0049	PEST EXTERMINATOR WORKING SUPVR	06/26/2007		74F	
		07/01/2007	NN	74F	
		01/01/2008	NN	75G	
		07/01/2008	NM	75G	
		01/01/2009	NM	76H	
0863	SR ASST CHIEF EXECUTIVE OFFICER(UC)	04/01/2007	N23	R21	
		07/01/2007	N23	R21	
		01/01/2007	N23	R21	
		01/01/2007	N23	R21	
		01/01/2008	N23	R21	
		01/01/2009	N23	R21	
9233	SENIOR PARALEGAL	01/01/2006	NX	78K	
		10/01/2006	NX	80D	
		07/01/2007	NNX	80D	
		01/01/2008	NNX	81E	
		07/01/2008	NMX	81E	
		01/01/2009	NMX	82F	
9234	SUPERVISING PARALEGAL	01/01/2006	NX	82K	
		10/01/2006	NX	84D	
		07/01/2007	NNX	84D	
		01/01/2008	NNX	85E	
		07/01/2008	NMX	85E	
		01/01/2009	NMX	86F	

8260	VETERAN INTERN,ADMIN SUPPORT	05/15/2007		68A
		07/01/2007	<u>NN</u>	68A
		01/01/2008	<u>NN</u>	69B
		07/01/2008	<u>NM</u>	69B
		01/01/2009	<u>NM</u>	70C
8261	VETERAN INTERN,CRAFTS SUPPORT	05/15/2007		60A
		07/01/2007	<u>NN</u>	60A
		01/01/2008	<u>NN</u>	61B
		07/01/2008	<u>NM</u>	61B
		01/01/2009	<u>NM</u>	62C
8262	VETERAN INTERN,HEAVY MAINT&OP SUPP	05/15/2007		62A
		07/01/2007	<u>NN</u>	62A
		01/01/2008	<u>NN</u>	63B
		07/01/2008	<u>NM</u>	63B
		01/01/2009	<u>NM</u>	64C
8263	VETERAN INTERN,INFO TECH SUPPORT	05/15/2007		67A
		07/01/2007	<u>NN</u>	67A
		01/01/2008	<u>NN</u>	68B
		07/01/2008	<u>NM</u>	68B
		01/01/2009	<u>NM</u>	69C
8264	VETERAN INTERN,OFFICE&CLERICAL SUPP	05/15/2007		60A
		07/01/2007	<u>NN</u>	60A
		01/01/2008	<u>NN</u>	61B
		07/01/2008	<u>NM</u>	61B
		01/01/2009	<u>NM</u>	62C
8265	VETERAN INTERN,TECHNICAL SUPPORT	05/15/2007		69A
		07/01/2007	<u>NN</u>	69A
		01/01/2008	<u>NN</u>	70B
		07/01/2008	<u>NM</u>	70B
		01/01/2009	<u>NM</u>	71C

**SECTION 3.** Section 6.38.010 (Assessor) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0643A	4	ACCOUNTING TECHNICIAN II

**SECTION 4.** Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0578A	2 <u>3</u>	ACCOUNT CLERK II

**SECTION 5.** Section 6.50.022 (Department of the Chief Executive Office) is hereby amended to read as follows:

**6.50.022      Step pay plan for certain employees of the chief administrative executive office.**

The salaries of persons employed in the following classes shall be established and adjusted in accordance with Part 1 of Chapter 6.08 of this code as modified by the provisions of this section:

Analyst, CAO (Item No. 0827)

Associate Analyst, CAO (Item No. 0826)

Principal Analyst, CAO (Item No. 0830)

Senior Analyst, CAO (Item No. 0829)

A. Effective July 1, 1999, these classes shall be compensated on a five step salary range.

...

~~3. Effective July 1, 2007, these classes shall be compensated on a six step salary range, the sixth step being one standardized salary schedule higher than the top step as provided in A1 above. Advancement to the sixth step shall be granted in accordance with the provisions of Section 6.08.010.~~

~~4. Effective July 1, 2008, these classes shall be compensated on a seven step salary range, the seventh step being one standardized salary schedule higher than the top step as provided in A3 above. Advancement to the seventh step shall be granted in accordance with the provisions of Section 6.08.010.~~

53. The rate or rates established by this Section constitute a base rate.

...

**SECTION 6.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3573A	4	BIOMEDICAL ENGINEER



**SECTION 7.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>3574A</u>	<u>1</u>	<u>CHIEF, CLINICAL ENGRG, MEDICAL CENTER</u>

**SECTION 8.** Section 6.86.010 (Department of Mental Health) is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9030A	22	<u>MENTAL HEALTH CLINICIAN</u> <u>MENTAL HEALTH CLINICIAN II</u>

**SECTION 9.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classification added to Section 6.28.050 of the County Code.

[HEALTHCARE RECLASS07]